

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
April 11, 2003

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, April 11, 2003, from 10:00 a.m. – 3:00 p.m.

1. Members present. Michael H. Eldred, Gregory A. Horn, Karen M. Love, Judith S. Proffitt, David L. Welch and Frances C. Gull, Chair.
2. Staff present. Jeffrey Bercovitz and Mr. Michael J. McMahon provided the committee with staff assistance.
3. Guests present. Judge Barbara Harcourt; Senior Judge John L. Kellam; Adrienne Henning, State Court Administrator's Office, and Mr. Robert Womack, Computer Associates were also present.
4. Minutes approved. The minutes for the committee on March 14, 2003 were approved.
5. Standard CCS entries.
 - a. Mr. Robert Womack, Computer Associates, described aspects of JTAC's Case Management System (CMS) to the committee. He said a CCS event would trigger the CMS to look for information that characterizes the event to the system. The CMS will build "templated" text, which draws information from other parts of the system for a CCS entry. "Pull-down" lists can be used for each case type, but the size of the list should be limited to ease data entry. The CMS will permit the addition of text after each entry. He said the task of the Judicial Administration Committee is to prepare the text of a CCS entry and note whether or not it is an RJO entry and whether or not it produces a document.
 - b. Senior Judge Kellam reported he and Mr. McMahon are working on standard language for orders. He distributed a list of all orders in the Center's benchbooks and for which case type they may be used.
 - c. Judge Harcourt reported on the work of the Records Management Committee on whether or not to enter on the RJO all orders leading to the final judgment in a case.
 - d. Committee members discussed whether all orders should be entered into the RJO and/or the use of the CCS as an index for the case. The committee members agreed if an order is generated in a case it should be placed in the RJO. In addition, the committee agreed to determine whether or not a document is generated by a particular CCS entry.
 - e. Members of the committee continued drafting standard CCS entries for capital murder cases and probation. See Attachment No. 1 and Attachment No. 2.
 - f. The following are the assigned areas for development of standard CCS entries:

Judge Chamblee	Misdemeanors; B,C and D felonies
Judge Eldred	Civil, Mortgage Foreclosure and Civil Collections
Judge Fleece	D felony, Infraction and Ordinance Violations
Judge Gull	Capital Murder, Murder, A felony
Judge Horn	Probate, including Estates and Guardianship and Trusts
Judge Love	Small Claims and Civil Collections

Judge Murray	PCR
Judge Pratt	PCR
Judge Proffitt	Mortgage Foreclosures, Domestic Relations, Adoptions and Paternity
Judge Shurn	CHINS, Crime Delinquents, Status Delinquents, Juvenile
	Miscellaneous, and Terminations
Judge Snow	Civil Plenary and Civil Tort
Judge Welch	Protection Orders

6. Next meeting. The committee agreed to hold their next meeting at the Judicial Center on the following dates: Friday, May 9, 2003; June 13, 2003; July 11, 2003; August 8, 2003 from 10:00 a.m. - 4:00 p.m. They also agreed to meet on Wed., September 10, 2003, from 10:00 a.m. - 12:00 noon in conjunction with the Judicial Conference and again on October 10, 2003 and November 21, 2003 from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director
Juvenile and Family Law

CASE TYPE - CAPITAL MURDER

Type of Action:

- | | |
|----------------------------------|---------------------------|
| 1. Pre Judgment Hearings | 8. Post Judgment Hearings |
| 2. Preparation for Hearing/Trial | 9. Community Transition |
| 3. Plea/Admission | 10. Research |
| 4. Bench Trial/Settlement | 11. Other |
| 5. Jury Trial | |
| 6. Opinions/Orders | |
| 7. Sentencing/Disposition | |

Types 2 and 10 are not normally recorded on the CCS. Type 9 does not apply to Capital Murder cases. Type of action “CE” has been used to indicate “Clerk Entries” which are standard for capital murder cases but do not require Judge action. “SE” equals sheriff entries. “Doc” equals – the need for the court to generate a document.

<u>TYPE/ACTION</u>	<u>WCS/Notice/Calendar/RJO/Doc</u>				<u>STANDARD CCS ENTRY</u>
1,6	X			X X	Affidavit for Probable cause filed and approved on the charge of Murder. Warrant ordered.
1	X			X X	Initial probable cause hearing held. Probable cause order issued. Date set for state to file formal charges.
CE				X X	Indictment filed. Order accepting indictment and Warrant issued.
CE					Warrant returned, served on _____.
CE or SE		X	X		Initial Hearing set for _____. [RS]
1, 6	X			X X	Initial hearing held. Order entered. Public Defender Eligible.
1, 6	X				Public Defender Appointed/Denied. Retention of Counsel Hearing. Omnibus date set for _____.
CE					Written appearance filed by _____ for _____.
CE		X	X		Bond motion
1,6	X			X X	Bond hearing held. Order entered. Bond set at _____.
6				X X	Order approving transcript of _____ (Initial, Omnibus, Motions) Hearing filed and made a part of the record of proceedings.
CE					Notice of Intent to Interpose Defense of Insanity filed; to determine competency to stand trial.
1, 6	X	X	X	X	Omnibus/pretrial hearing held.
1, 6	X	X	X	X X	Trial set for _____.
6	X	X		X X	Order appointing doctors to determine competency/sanity.

6	X	X		X	X	Order for Sheriff to transport defendant entered.
CE						Report finding defendant competent/sane filed by _____. [confidential]
1, 6	X			X	X	Hearing held re: competency. Court finds defendant competent to stand trial.
1,6	X			X	X	Hearing held re: competency. Court finds defendant incompetent to stand trial and orders a commitment pursuant to law.
1,6	X	X		X	X	Order setting case set for guilty plea on _____. -or-
1,6	X	X	X		X	Presentence Investigation Report ordered.
CE						Case set for guilty plea on _____. Guilty plea hearing held.
1,6	X	X	X	X		Guilty plea accepted.
1,6	X	X	X	X	X	Guilty plea denied.
1,6	X	X	X	X	X	Guilty plea and sentencing hearing. [Note: show disposition of counts at sentencing.]
CE						Motion to _____ filed.
6	X	X				Response ordered by _____. Response to motion filed.
CE						
1,6	X				X	Hearing held.
6	X	X		X	X	Hearing set.
6	X			X	X	Hearing held on _____. Hearing recessed to _____.
6	X			X	X	Motion to _____ granted/denied, granted in part/denied in part, taken under advisement.
CE				X		Application for Death Sentence filed.
1, 6	X			X	X	Initial Hearing held on Application for Death Sentence. Hearing held on attorney qualifications under CR 24; order entered per CR 24.
1, 6	X			X	X	Motion for continuance filed/orally by _____. Hearing on _____ filed; Motion granted/denied. Trial/hearing reset to _____; defendant accepts dates.
6	X	X		X	X	Pre-trial Order entered.
CE		X				Amended Information(s) filed.
6	X	X		X	X	Set for hearing on _____. Amended Application for death penalty filed.
CE						
6	X	X		X	X	Set for hearing on _____.

1, 6	X			X	X	Hearing held on Amended Information(s)/Application.
CE						Notice of Alibi filed.
5	X			X	X	Parties present; jury trial conducted on ____.
5	X			X	X	Jury trial not concluded and recessed to ____.
5	X			X	X	Jury trial concluded.
5	X			X	X	Verdict returned
5	X			X	X	Not Guilty verdict returned. Judgment of acquittal entered. Defendant ordered released.
5	X		X	X	X	Mistrial ordered. Trial reset for ____.
5	X			X	X	Death Penalty/bifurcated sentencing hearing held. Jury recommends ____/ Or ____.
7	X			X	X	Judgment of conviction entered.
6	X	X	X		X	Sentencing hearing set for ____.
						Presentence Investigation Report ordered returned to court by ____.
7	X			X	X	Sentencing hearing conducted.
7	X			X	X	Defendant sentenced to LWOP; term of years; death.
6,7	X	X		X	X	Defendant ordered executed pursuant to Indiana law.
CE				X	X	Abstract of Judgment prepared.
8, 6	X	X			X	Appellate counsel appointed per CR 24.
6	X	X		X	X	Judgment of conviction ordered sent to required entities under CR 24(F).
CE						Petition for Payment of Attorneys fees filed.
8, 6	X				X	Order approving payment of attorney's fees entered.
CE						Notice of Appeal filed by defendant.
6	X	X			X	Clerk shall prepare appeal transcript.
CE						Clerk completes the record of proceedings.
CE						Petition for payment of expert fees filed.
8, 6	X				X	Petition for payment of expert fees heard and granted
CE		X		X	X	Official opinion received from Supreme Court affirming/vacating decision of trial court.
CE		X				Correspondence received and filed.

Attachment No.1